

Schedule 49

NATURAL RESOURCES DISTRICTS

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	SCHEDULE NUMBER
	49
	AGENCY, BOARD OR COMMISSION
	NATURAL RESOURCES DISTRICTS
	DIVISION, BUREAU OR OTHER UNIT
	Supersedes Edition of November 30, 1988

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.	
SIGNATURE * <i>Gordon Kissel</i>	
TITLE <i>Executive Director</i>	DATE <i>2/17/93</i>

PART II -- ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.	
SIGNATURE * <i>Andrea I. Paul</i>	DATE <i>Feb. 19, 1993</i>
STATE ARCHIVIST	

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.	
SIGNATURE * <i>Allend Beermann</i>	DATE <i>February 19, 1993</i>
ADMINISTRATOR	

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of records, regardless of the media on which they reside. Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This schedule, along with the unique schedule written specifically for records unique to your office, approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

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440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 49 – NATURAL RESOURCES DISTRICTS

49-1 GENERAL RECORDS

49-1-1 BUDGET DOCUMENTS

Includes all preparation material, budget requests, and approved documents.

PREPARATION MATERIAL: Dispose of after 2 years, provided audit has been completed.¹

REQUEST AND APPROVAL DOCUMENTS: Dispose of after 5 years, provided audit has been completed.¹

49-1-2 CONSERVATION AWARD PROGRAM FILES

Records of nominations and elections of honor farm families and other award programs.

Transfer list of award winners to State Archives when no longer needed for immediate reference; dispose of nominations and other supporting files after winner is selected.

49-1-3 FARMER'S HOME ADMINISTRATION FILE

Includes loan agreements and annual receipts of payments on loans from Farmer's Home Administration.

Dispose of 3 years after loan is repaid, provided audit has been completed.¹

49-1-4 INTERAGENCY AGREEMENTS

Agreements between Natural Resources Districts and other governmental agencies or institutions of higher education for the performance of research, maintenance, design, joint-project development, and other work.

Dispose of 5 years after fulfillment of all terms of agreement, provided audit has been completed.¹

49-1-5 LEASE AGREEMENTS

Lease agreements in which Natural Resources Districts are either the lessor or the lessee.

Dispose of 3 years after completion of terms of agreements, provided audit has been completed.¹

49-1-6 LONG RANGE IMPLEMENTATION PLANS

Plans include a one-year plan which is a certain plan specifically enumerating what activities will be performed by the Natural Resources Districts and a general long range plan. May include a separate annual report. Copies of these plans are received by the State Archives through the State Policy Research Office.

Dispose of after superseded.

49-1-7 MAINTENANCE BIDS

Includes specifications, affidavits of publication of calls for bids, accepted and rejected bids, and correspondence relating to bids for maintenance services.

DOCUMENTS RELATING TO ACCEPTED BIDS: Dispose of 5 years after fulfillment of contract, provided audit has been completed.¹

DOCUMENTS RELATING TO REJECTED BIDS: Dispose of after 2 years, provided audit has been completed.¹

49-1-8 MAINTENANCE CONTRACTS

Contracts between Natural Resources Districts and construction companies for maintenance services.

Dispose of 5 years after fulfillment of contract, provided audit has been completed.¹

49-1-9 MAINTENANCE INSPECTION REPORTS, ANNUAL

Reports of periodic inspection of construction to ensure that they are properly maintained by the Natural Resources Districts. Reports are drawn up in the form of memoranda.

Dispose of after 4 years.

49-1-10 MASTER PLAN

Generalized plan of the Natural Resources district for a 10 year period of goals and objectives of the Board of Directors.

Dispose of after 10 years.

49-1-11 NATURAL RESOURCES DISTRICTS POLICY STATEMENTS

Policies of Natural Resources Districts approved by their Board of Directors.

Dispose of after superseded.

49-1-12 OATHS OF OFFICE

Oaths of Office taken by Natural Resources Districts' Directors.

Dispose of after expiration of term of office.

49-1-13 PUBLIC HEARING FILES

Petitions for public hearings, affidavits of publication of notice of public hearings, hearing minutes, etc., of all public hearings held by Natural Resources Districts.

ORIGINAL RECORD: Retain permanently; or, microfilm and destroy originals pursuant to section 49-3. If not microfilmed, may be transferred to the State Archives when no longer needed for immediate reference.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently. May be transferred to the State Archives when no longer needed for immediate reference.

49-1-14 REVENUE BOND FILES

Includes Board of Directors' authorization of bond issue, certifications of authenticity of Board authorization, extracts of meeting minutes, proofs of publication, notice of sale, certificates of registration of finance bonds with the State Auditor and county clerks, bonds, receipts of purchase of bonds, schedule of repayment of bond and interest, paid coupons, final receipt of repayment, and other bond-related documents.

Dispose of 5 years after satisfaction of bond, provided audit has been completed.¹

49-1-15 RULES AND REGULATIONS

Rules and regulations approved at public hearings and promulgated by Natural Resources Districts.

ORIGINAL RECORD: Retain permanently; or, microfilm and destroy originals pursuant to section 49-3.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

49-1-16 WELL REGISTRATIONS

Records of municipal, industrial, and irrigation wells registered with the Department of Water Resources. Includes copies of well driller's certificate and the registration. This information may be obtained from the Department of Water Resources, the Natural Resources Data Bank, and the Conservation and Survey Division of the University of Nebraska-Lincoln.

REGISTRATIONS: Retain permanently.

PRINTOUTS FROM WATER RESOURCES: Dispose of after superseded.

49-1-17 GROUNDWATER MANAGEMENT PLANS

Natural Resources District general assessment of and plans for management of regional groundwater aquifers.

Dispose of after superseded.

49-2 PROGRAM RECORDS

49-2-1 APPLICATION FOR APPROVAL OF CONSTRUCTION PLANS

These records are prepared for Resources Districts for all construction that requires Permits to Store Water from the Department of Water Resources and contains necessary data as required by approving agency to effect approval.

Dispose of after structure life ends.

49-2-2 APPLICATION FOR PERMIT TO APPROPRIATE STORED WATERS

Form submitted to Department of Water Resources requesting permission to use water from a Natural Resources District Structure. Includes Irrigation Project Map which shows location of water and pump, and the areas to be irrigated with the water. Two copies are retained in Water Resources.

Dispose of after water rights end.

49-2-3 APPLICATION FOR PERMIT TO STORE THE WATERS

Form sent to Department of Water Resources with structure plans and specifications for their approval. When approved, copies of all the documents are returned to Natural Resources District.

Dispose of after water rights end.

49-2-4 CHEMIGATION PERMITS

Copy of permit granted to landowners to apply chemicals through irrigation systems. Includes inspection sheets used when granting permit.

Dispose of after 10 years.

49-2-5 CONSERVATION INCENTIVE PROGRAM RECORDS

Agreements between Natural Resources Districts and landowners and operators providing a percentage of reimbursement of the cost for practicing any conservation programs such as the Nebraska Soil and Water Conservation Program (NSWCP), Wildlife Habitat Improvement Program (WHIP), tree planting, terracing, seeding waterways, etc. Most agreements demand a ten-year maintenance of the program.
AGREEMENT: Dispose of after fulfillment of all terms of the agreement, provided audit has been completed.¹
CONSERVATION INCENTIVE PROGRAM STATUS REPORTS: Dispose of after audit has been completed.¹

49-2-6 CONSTRUCTION RECORDS

1. BID BONDS AND PAYMENT BONDS

Bonds submitted by both the Natural Resources Districts and the construction company as insurance against non-performance.

2. CONTRACT PAYMENT ESTIMATE

Schedule of amount of the contract price to be paid as certain amounts of work are completed.

3. CONSTRUCTION CONTRACTS

Contracts between Natural Resources Districts and the building contractor. Includes specifications, performance agreements, contract prices, etc.

4. PROJECT AGREEMENTS

Agreement between the Federal Government and Natural Resources Districts describing in specific terms what each party will do on specific projects. This agreement serves in essence as a Federal Fund Request.

5. PROJECT BIDS

For projects in PROJECT AGREEMENTS.

6. SUSPEND AND RESUME WORK ORDERS

Orders from the Natural Resources Districts to the construction company to suspend and resume work. This allows the Natural Resources Districts to keep track of the actual time spent working by the construction company.

CONSTRUCTION CONTRACTS AND PROJECT BIDS: See General Records Schedule 24, item no. 24-2-2.

ALL OTHER DOCUMENTS: Dispose of 3 years after final payment, provided audit has been completed.¹

49-2-7 EROSION AND SEDIMENT CONTROL PROGRAM RECORDS

All records of the erosion and sediment control program, including: agreement between the Natural Resources District and the landowner, erosion and sediment control complaints, action taken, and inspections.

Dispose of after 10 years.

49-2-8 FIELD BOOKS

Field books used in surveying the relocation of roads and the building of structures.

ORIGINAL RECORD: Retain permanently; or, microfilm and destroy originals pursuant to section 49-3.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

49-2-9 IRRIGATION AGREEMENTS AND RIGHT TO USE PERMITS

Agreement between landowner and Natural Resources District for the landowner to irrigate using the water from the structure. May include the annually reviewed and revised permit submitted to Water Resources requesting the use of water from storage facilities. Permit runs until cancelled.

Dispose of after agreement expires or permit is cancelled.

49-2-10 JOB DIARY

Daily record of construction work on projects. The diary contains information about structures which may not appear in other records.

ORIGINAL RECORD: Dispose of after structure life ends; or, microfilm and destroy originals pursuant to section 49-3.

SECURITY MICROFILM: Transfer to security storage; dispose of after structure life ends.

MICROFILM WORK COPY: Dispose of after structure life ends.

49-2-11 LAND RIGHTS CORRESPONDENCE

Includes letters to landowners making offers for land rights and related correspondence.

Dispose of after land rights are obtained or after final litigation, whichever is later.

49-2-12 LAND RIGHT DOCUMENTS

Conveyances of property and land rights to Natural Resources Districts.

Includes deeds, easements, leases, and all other land rights documents.

LEASES: Dispose of after lease is expired.

APPRAISALS: Dispose of after land rights are obtained or after final litigation, whichever is later.

ALL OTHER LAND RIGHTS DOCUMENTS: Dispose of after property is conveyed to another party or after information has been filed with the county register of deeds, whichever is sooner.

49-2-13 RELOCATION AGREEMENTS

Agreements between Natural Resources Districts and other parties concerning the expense included in all relocations caused by Natural Resources Districts' construction.

Dispose of 3 years after final payment, provided audit has been completed.¹

49-2-14 STATIC WATER LEVEL RECORDS

Field notes on water level measurements used to monitor the underground water level.

Retain permanently; or, dispose of after filed with the appropriate state agency.

49-2-15 STRUCTURAL PLANS

Plans of structures built which also show problems which develop and repairs made.

ORIGINAL RECORD: Dispose of after structure life ends; or, microfilm and destroy originals pursuant to section 49-3.

SECURITY MICROFILM: Transfer to security storage; dispose of after structure life ends.

MICROFILM WORK COPY: Dispose of after structure life ends.

49-2-16 WATER QUALITY ANALYSIS REPORTS

Field data sheets and analysis report on surface and ground water quality tests.

Retain permanently; or, dispose of after filed with the appropriate state agency.

49-2-17 WORK PLAN AGREEMENT

Outline of proposed projects describing what funding and work will be provided by the Federal Government and by the Natural Resources Districts. This agreement is submitted when a complete plan, which may cover many construction projects, is drafted. The plan is then submitted to Congress for their approval.

ORIGINAL RECORD: Dispose of after project life ends; or, microfilm and destroy originals pursuant to section 49-3.

SECURITY MICROFILM: Transfer to security storage; dispose of after project life ends.

MICROFILM WORK COPY: Dispose of after project life ends.

NOTE

1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete. For records retention purposes only, the issuance of an audit waiver (or an Unaudited Financial Statement for villages) by the Auditor of Public Accounts shall take the place of an actual audit.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet